**Purpose of this form**

The purpose of this form is to inform East Gippsland

Water of your intent to add a new ratepayer to an existing East Gippsland Water account.

**Privacy notice**

We manage your personal information in accordance with the Information Privacy Principles that are set out in the Privacy and Data Protection Act 2014 (VIC).

If you choose not to provide us with the requested information, we may not be able to process your application.

We may share your information with a third party, however the information will always be used in accordance with our policies as stated. We may disclose your information to other parties as required by law, or to contractors, who are required to comply with our privacy obligations.

You can get more information about the way in which the organisation will manage your personal information, including our privacy policy and the Information Privacy Act 2000 at <https://www.egwater.vic.gov.au/privacy>

**Filling in this form**

* Please use black or blue pen
* Print in BLOCK LETTERS
* Mark boxes like this 🞎 with a ✓ or 🗶
* ***All relevant parties must sign consent***

**Returning your form**

Check that all required questions are answered and that the form is signed and dated.

You can return this form via:

* Post – East Gippsland Water

PO Box 52

Bairnsdale VIC 3875

* E-mail - egw@egwater.vic.gov.au
* In Person - 133 MacLeod St,

 Bairnsdale VIC 3875

**For more information**

Please visit our website at [www.egwater.vic.gov.au](http://www.egwater.vic.gov.au) or call us on 1300 720 700 Monday to Friday, between 8:30am and 5:00pm, excluding public holidays.

**Owners details**

1. East Gippsland Water Account Number

|  |
| --- |
| Click or tap here to enter text. |

2. Property Address

|  |
| --- |
| Click or tap here to enter text. |
| Click or tap here | Postcode: Click. |

3. Postal Address (if different)

|  |
| --- |
| Click or tap here to enter text. |
| Click or tap here | Postcode: Click. |

4. First Name Surname

|  |  |
| --- | --- |
| Click or tap here | Click or tap here |

5. Date of Birth

|  |
| --- |
| Click or tap here to enter text. |

6. Contact Number

|  |
| --- |
| Click or tap here to enter text. |

7. Email Address

|  |
| --- |
| Click or tap here to enter text. |

**New ratepayer details**

8. First Name Surname

|  |  |
| --- | --- |
| Click or tap here | Click or tap here |

9. Date of Birth

|  |
| --- |
| Click or tap to enter a date. |

10. Contact Number

|  |
| --- |
| Click or tap here to enter text. |

11. Email Address

|  |
| --- |
| Click or tap here to enter text. |

12. Property Address

|  |
| --- |
| Click or tap here to enter text. |
| Click or tap here | Postcode: Click. |

13. Postal Address (if different)

|  |
| --- |
| Click or tap here to enter text. |
| Click or tap here | Postcode: Click. |

**Confirmation**

11. I declare and understand that:

* The information I have provided in this form is

complete and correct.

* Giving false or misleading information is a serious

offence.

Owners Signature

|  |
| --- |
|  |

Ratepayer Signature

|  |
| --- |
|  |

Date Submitted

|  |
| --- |
| Click or tap to enter a date. |

**BOTH OWNER AND RATEPAYER MUST PHYSICALLY SIGN THEIR CONSENT**

**ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED**

**Ratepayer definition**

A ratepayer is someone who is jointly and severally liable for any East Gippsland Water charges applied against a property available to connect or is connected to;

reticulated water and/or sewer.

A ratepayer may make changes to an account, enquiries, payments and update details on behalf of the owner and is jointly responsible for the account with said owner.

The ratepayer and/or owner of the property can contact the organisation in writing to request for the ratepayer be removed from the account at any given time, allowing 10 business days for the request to be processed.